U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD VACANCY ANNOUNCEMENT NUMBER: 11-123

OPEN TO: In-House Candidates Only OPENING DATE: July 28, 2011 POSITION: Consular Investigations Assistant CLOSING DATE: August 10, 2011

GRADE: FSN-8; FP-6* **POSITION NO:** I-30468

WORK HOURS: Full-time; 40 hours/week

*Not-Ordinarily Resident: US\$44,737 p.a. (Starting salary) (Position Grade: FP-6 to be confirmed by Washington) *Ordinarily Resident: Rs.904,666 p.a. (Starting salary)

(Position Grade: FSN-8)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the Consular Investigations Assistant in the Consular Section.

BASIC FUNCTION OF POSITION:

Incumbent is supervised by the Fraud Prevention Officer and Fraud Prevention Investigations
Assistant and is responsible for fraud investigations in Immigration Visa, Non Immigration Visa, American
Citizens Services, federal benefits and related areas as requested by Post, the Department, Department of
Homeland Security and other federal agencies. Performs other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

OUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. EDUCATION: Completion of twelve years of education is required.
- <u>2. EXPERIENCE</u>: From one to two years of progressively more responsible experience involving the application of regulations and public contact or closely-related experience with visa or passport work is required.
- 3. LANGUAGE: Level IV (fluent) Reading/Writing/Speaking in English and Urdu is required. Must be able to draft reports in acceptable English. This may be tested.
- <u>4. KNOWLEDGE</u>: Incumbent requires solid working knowledge of USG laws, regulations, and policies related to the area of IV, NIV, and ACS operations and must have good understanding of Pakistani policies relating to international travel.
- <u>5. ABILITIES & SKILLS</u>: Incumbent requires keyboard and data entry skills and the ability to use specialized consular software with good typing speed. This may be tested. Ability to maintain contacts at the working level and ability to exercise initiative and resourcefulness in obtaining evidence is required.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.
- 3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- 4. Applicants for the position must meet the <u>required</u> qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
- 5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
- 6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
- 7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
- 8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly filled/completed <u>DS-174</u> (Application for Employment as LE Staff). Applications will be accepted by <u>email</u> submission only at <u>HROIslamabad@state.gov</u>, through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

Please don't attach any document with your application. Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html. Only short listed candidates will be contacted for their test/interview.

DEFINITIONS:

- 1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
- 2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: August 10, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.